



**City Of St Charles
Two East Main Street
St. Charles Illinois 60174**

Outdoor Sales – Building Permit Guide

Department: Building Zoning

Phone: (630) 377-4406 Fax: (630) 443-4638

1. A permit is required.
2. An application is to be filled out. An application is attached.
3. The following information is required for the issuance of a permit:
 - * Plot plan indicating:
 - a. Location of the proposed Temporary Outdoor Sales Area or Open Sales Lot, including structures such as tents.
 - b. Certificate of flame proofing for tents.
 - c. Details on electric provided.
 - d. Details on fire extinguishers.
 - e. Location of existing parking spaces and access drives.
 - f. Number of required and provided parking spaces.
 - g. Any proposed signage.
 - * Description of merchandise that will be sold.
 - * Period of time requested for Open Sales Lot or Outdoor Sales Area.

SEE ATTACHED EXAMPLE FOR THE ABOVE LISTED REQUIREMENTS

4. There are restrictions and the operations associated with permitted temporary Outdoor Sales Areas and Open Sales Lots shall:
 - * Be limited to one (1) event at not more than 60 days and two (2) events at no more than 15 days for any lot in any calendar year.
 - * Open sales lots are restricted to sales of Christmas trees.
 - * Be restricted to private property, and no sales and storage shall be permitted on publicly owned land unless approved by the City Council.
 - * Not occupy required parking spaces. Christmas tree operations require two (2)- parking spaces per 1,000 sq. feet of display area.
 - * Not block accesses drives or fire lanes.
5. There is a **\$50.00** fee, payable at time of submission of application and plans.
6. The processing time for a permit is approximately seven- (7) to ten- (10) working days.

Web Site <http://www.stcharlesil.org>

BUILDING & ZONING DIVISION
(630) 377-4406 OR (630) 377-4410

Robert J. Vann
Building Commissioner

Jerry Essem, Tom Medernach,
Building Inspector

Steve Herra
Plumbing Inspector

DATE:

TO:

FROM: St. Charles Building Zoning Department

NOTICE: The St. Charles Building Zoning Department has reviewed the plans, which were submitted:

BY: same
FOR: Temporary sales
LOCATION:

INSPECTIONS REQUIRED		REQUIRED CODES
() FOOTING	() ELECTRIC	() ST CHARS. MUNICIPAL CODE
() FRAME	() FINAL	() 1993 BOCA W/REVISIONS
() OTHER: _____		() 1996 NATL ELECTRIC CODE

- **Re-inspection fees:** If any of the above-indicated inspections (with the exception of a final) require a re-inspection be conducted, a fee of \$30.00 for each re-inspection will be invoiced to the builder and/or owner. If the inspection is a final and requires a re-inspection, a fee of \$50.00 for each final re-inspection is to be paid at the Building and Zoning Office prior to the Final Occupancy being issued.

In review of your plans submitted to this office, we find that the following items must be revised to comply with our building codes. (NOTE: NO FACILITY SHALL BE OCCUPIED OR USED UNTIL A FINAL INSPECTION HAS BEEN MADE AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.)

1. Compliance with above indicated codes, ordinances, and inspections required.
2. The plan reviews and stamped "FIELD COPY" of the plans are to be on the job site.
3. A minimum of 24-hour notice is required when scheduling any inspection.
4. The illumination of any exterior sign shall be only during business hours or until eleven (11:00) PM, whichever is later.
5. At the end of the time period granted to sell Christmas Trees, and wreaths from _____ to _____ all trees, wreaths and any trash generated by the event shall be removed from the property. The sites shall be left in a clean and neat condition.
6. Outdoor operations shall not occupy required parking spaces. Christmas tree operations shall provide two parking spaces per 1,000 square feet of display area.
7. Outdoor operations shall not block access drives or fire lanes.

8. Outdoor operations shall be limited to private property, and no sales or storage shall be permitted on publicly owned land unless approved by the City Council.
9. Outdoor operations shall be limited to one-1 event of not more than 60 days and two-2 events of not more than 15 days each, for any lot in any calendar year.

GENERAL PROVISIONS

- D. Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks;
- E. Boundaries indicated as following shore lines shall be construed to follow such shore lines, and in the event of change in the shore line shall be construed as moving with the actual shore line; boundaries indicated as approximately in the center of streams, rivers, canals, lakes, or other bodies of water shall be construed to follow the center lines of such streams, rivers, canals, lakes, or other bodies of water;
- F. Boundaries indicated as parallel to or extensions of features indicated in subsections A through E above shall be so construed. Distances not specifically indicated on the Zoning Map shall be determined by the scale of the map;
- G. Where physical features existing on the ground are at variance with those shown on the Zoning Map, or in other circumstances not covered by subsections A through F above, the Board of Zoning Appeals shall interpret the district boundaries;
- H. Where a district boundary line divides a lot of one ownership, the regulations for either portion of the lot may, in the owner's discretion, extend to the entire lot, but not more than twenty-five feet beyond the boundary of the district.

(Ord. 1988-Z-8 § 1.)

17.02.200 Annexed territory.

All real estate which is annexed to the city shall be automatically classified in the E1 single-family estate district upon annexation, unless otherwise classified by amendment. (Ord. 1988-Z-8 § 1.)

17.02.210 Uses permitted in all districts.

The following uses are permitted in any district without limitation as to minimum lot area: poles, towers, wires, cables, conduits, vaults, laterals, pipes, mains, valves, and other similar distribution equipment for public utilities, provided that the installation thereof shall comply with the requirements of the applicable administrative authorities. (Ord. 1988-Z-8 § 1.)

17.02.220 Outdoor Sales Areas and Open Sales Lots as Temporary Uses.

A. Subject to the restrictions contained in this Section, the Director of Planning and Development may authorize a permit for a temporary Outdoor Sales Area or a temporary Open Sales Lot in the B-1 Local Business District, the B-2 Community Business District, the B-2-C Central Business District, the B-3 Service Business District, the B-4 Special Business District and the M-1 Limited Manufacturing District, and on any site which has a Special Use for a Planned Unit Development which allows commercial uses (except those PUD's which contain language expressly prohibiting outdoor activity). Outdoor operations within temporary outdoor Sales Areas and Open Sales Lots permitted by this Section 17.02.220 shall comply with the following restrictions:

1. Outdoor operations shall be limited to one (1) event of not more than 60 days and two (2) events of not more than 15 days each, for any lot in any calendar year.
2. Open sales lots permitted under this section are restricted to sales of Christmas trees.
3. Outdoor operations shall be limited to private property, and no sales or storage shall be permitted on publicly owned land unless approved by the City Council.

GENERAL PROVISIONS

4. Outdoor operations shall not occupy required parking spaces. Christmas tree operations shall provide two parking spaces per 1,000 square feet of display area.

5. Outdoor operations shall not block access drives or fire lanes.

(Ord. 1995-Z-14 § 1.)

B. Prior to granting of a permit for a temporary Open Sales Lot or Outdoor Sales Area, the applicants shall submit all of the following items to the Building Commissioner:

1. Plot plan indicating;

a. Location of the proposed temporary Outdoor Sales Area or Open Sales Lot, including structures such as tents.

b. Location of existing parking spaces and access drives.

c. Number of required and provided parking spaces.

d. Any proposed signage.

2. Description of merchandise that will be sold.

3. Period of time requested for open sales lot or outdoor sales area.

(Ord. 1994-Z-3 § 1; Ord. 1993-Z-29 § 1.)

17.02.230 Flag Lots.

A. The minimum lot area for a flag lot shall be per the underlying zoning district; however, only the buildable portion of the lot shall be considered in calculating the lot area. The buildable portion is defined as that part of the lot where the distance from a lot line to any other lot line meets or exceeds the minimum lot width required in the underlying zoning district.

B. A flag lot shall have frontage on a street of not less than fifteen (15) feet, and that part of the lot connecting its buildable portion with its street frontage (the "flagpole") shall be not less than fifteen (15) feet in width. However, if two flag lots share a common access onto a public right-of-way, the minimum frontage and the minimum width of the flagpole of the two lots combined may be reduced to not less than eighteen (18) feet at any point.

C. No more than two (2) flag lots may have a shared access to a public right-of-way, and no more than two flagpoles of flag lots may abut each other. In the case of a shared access, a maintenance agreement shall be required between the parties to ensure proper maintenance of the roadway.

D. Flag lots shall comply with all regulations of Chapter 15.28 (Fire Prevention Code) regarding driveway width, hydrant locations and turnarounds.

(Ord. 1994-Z-4 § 1.)

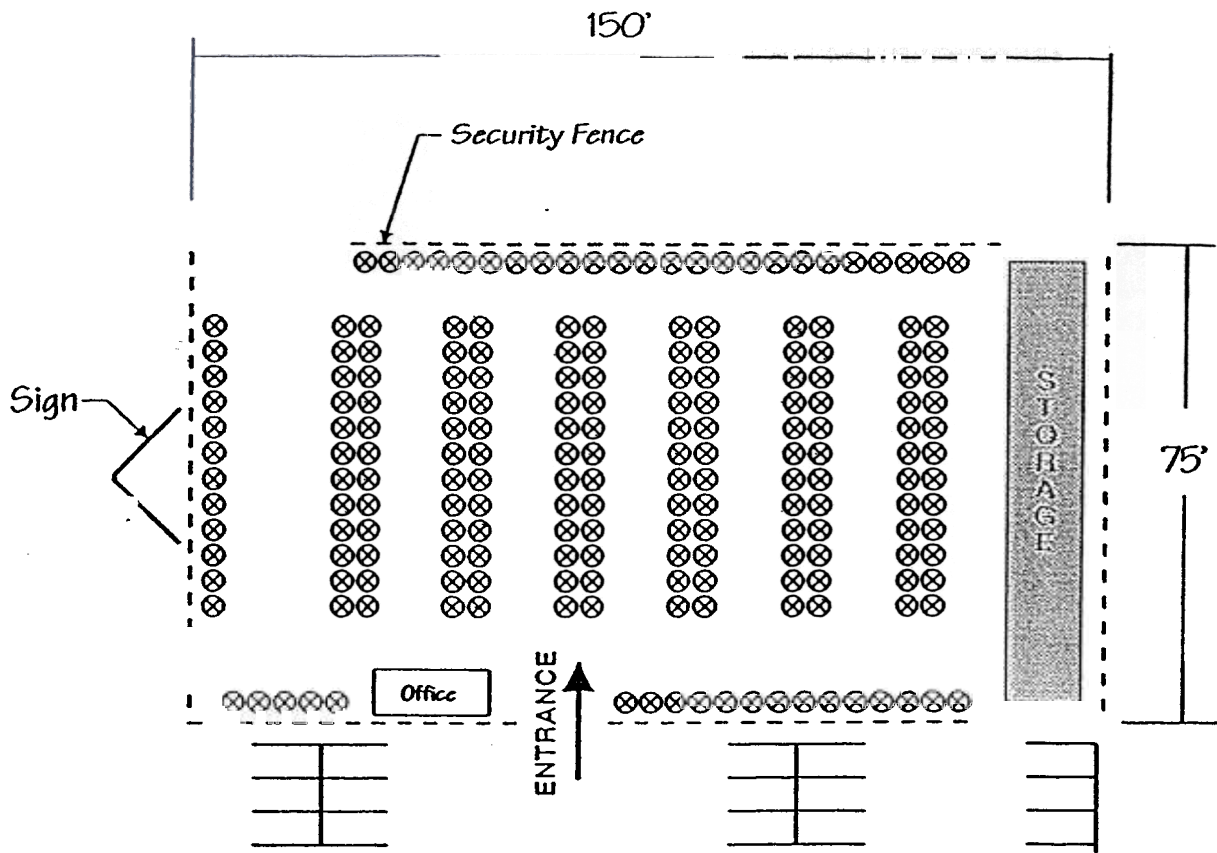
17.02.240 Communications Towers and Antennas

A. Height

1. For communications towers, the maximum height shall be 150 feet in all Business Districts and the M-1 Limited Manufacturing District. In all residential districts, the height shall be 100 feet. Height shall be measured as the distance from the grade level to the highest point on the tower.

2. Communication antennas located on an existing structure that is up to 100 feet in height shall not extend more than 30 feet above the top of said structure if located in a non-residential zoning district and not more than 25 feet above said structure if located in a residential zoning district.

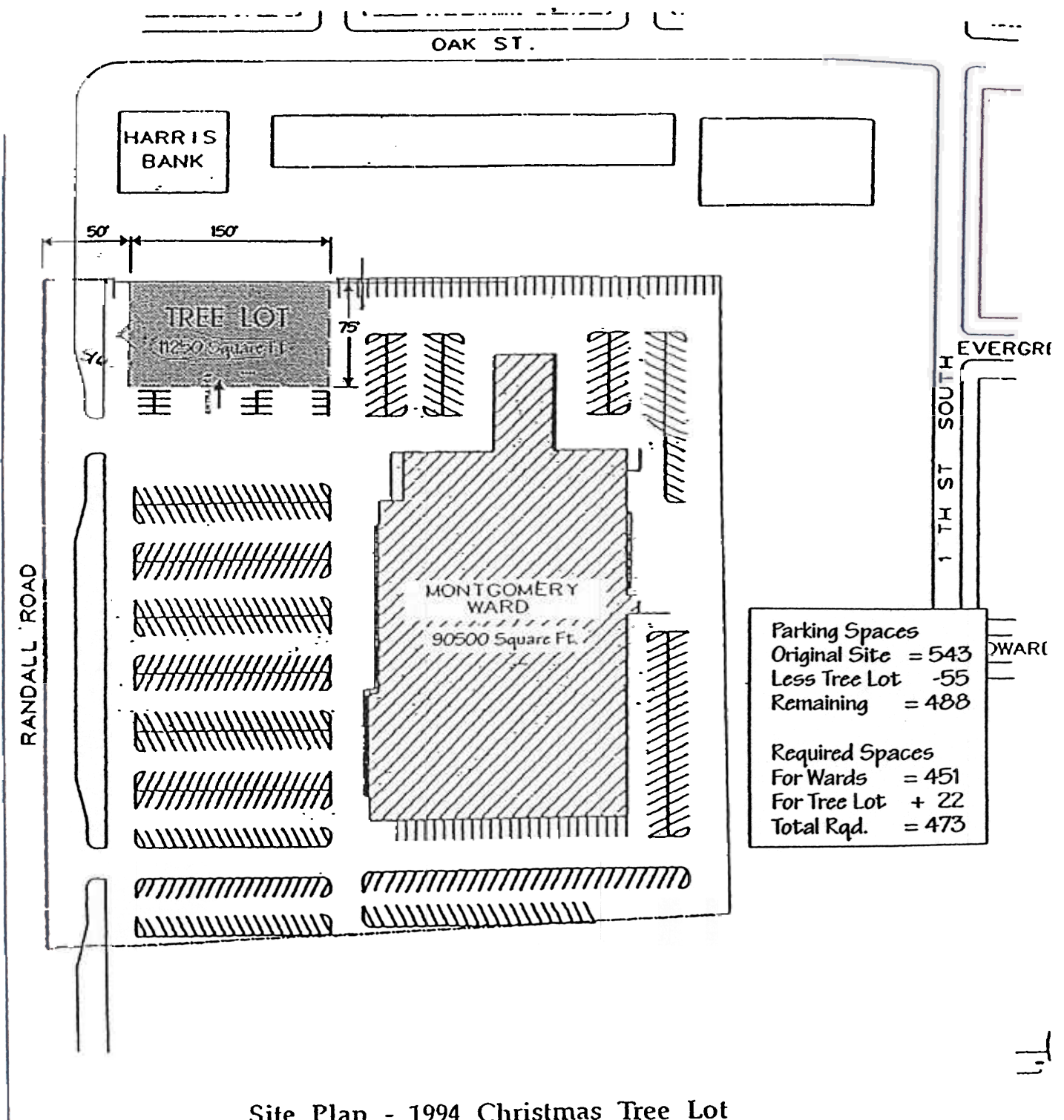
" E X A M P L E "



Site Plan - Christmas Tree Sales 1994



"E X A M P L E"



Site Plan - 1994 Christmas Tree Lot
Northland Tree Farms



**CITY OF ST. CHARLES
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984**

DEPARTMENT: BUILDING & ZONING

PHONE: (630) 377-4406

FAX (630) 443-4638

APPLICATION FOR CONSTRUCTION FOR BUILDING PERMITS

APPLICATION DATE: _____ PERMIT ISSUED _____ NO.: _____

PLEASE PRINT ALL INFORMATION

**I, _____, do hereby apply for a permit for the following described
work located at _____ Lot _____ Unit _____**

NOTE: Is property located in the Historic Preservation District? Yes No
Please circle either yes or no

Subdivision _____, Type of construction _____

Description of proposed work: _____

Square feet in building _____ Estimated cost of construction _____

Use of building _____ No. & Size of electric meter _____ No. & Size of water meters _____

Remarks _____

Plans _____ Specifications _____ Plat of Survey _____

Owner of Property

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

General Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Electric Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Concrete Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Continued on reverse side

PLEASE PRINT ALL INFORMATION

Plumbing Contractors

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Illinois License No.: _____

Bond Amount: \$10,000.00

Sewer & Water Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Roofing Contractors

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Illinois License No: _____

License Expiration Date: _____

HVAC Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ SIGNATURE: _____

Name of actual business(s) that will occupy this space _____

REPORT OF THE BUILDING OFFICIAL

Remarks: _____

Accepted: _____ Rejected: _____ Date: _____

Signed: _____

For Office Use

Received _____

Fee Paid \$ _____

Receipt # _____

Copies of application distributed to:

Electric: _____

Engineering: _____

Fire: _____

Meter: _____

PW: _____

Historic Preservation: _____